



## Residential Occupancy Permit Application (NEW RENTAL)

In accordance with the Code of Maryland, the Code of the City of College Park Chapter 144 (Occupancy Permits) §4 (Issuance; renewal) has been amended to include requirements related to lead paint certification. The City is prohibited from issuing its Residential Occupancy Permit without proof of compliance with the State Lead Law for properties built before 1950. Please complete Local Rental Registry Checklist along with this renewal application. Section 144-3(F) - Occupancy permit required. An occupancy permit issued pursuant to this section is not transferable to another owner. If the ownership of the property covered by the permit changes, the new owner must apply for an occupancy permit and pay the full occupancy permit application fee. (Added 11-10-2003 by Ord. No. 03-O-9)

### PROPERTY OWNER INFORMATION

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address at which the property owner agrees to receive notice and delivery of official documents

Phone (1)\*: \_\_\_\_\_ Phone (2)\*\*: \_\_\_\_\_

\*This number will be published on the City's Public Website

\*\*For Emergency Contact Only

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

### MANAGER/AGENT INFORMATION

Chapter 144 (Occupancy Permits) §4 (Issuance; renewal) - The owner applying for an occupancy permit shall designate an agent, be it the owner or another individual or entity, with an address in the State of Maryland for service of any notices by the City concerning the property. Any change in the designation of agent or address must be provided to the City within 10 days of its occurrence. [Added 11-10-2003 by Ord. No. 03-O-9].

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address at which the designated Manager/Agent agrees to receive notice and delivery of official documents

Day Time Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

### PROPERTY INFORMATION

Address: \_\_\_\_\_ College Park, MD 20740

Description: ☐ Condominium Unit @ \$150 per unit. Unit No. \_\_\_\_\_  
☐ Single-Family or Town House @ \$244 (# of \_\_\_\_\_ Bedrooms/# of \_\_\_\_\_ Tenants)

- ☐ Building with 2-5 Units @ \$207 per unit. Number of Units \_\_\_\_\_  
☐ Building with 6 or more Units @ \$125 per unit. Number of Units \_\_\_\_\_  
☐ Rooming House @ \$238. Number of Rooms \_\_\_\_\_ / \_\_\_\_\_ Persons  
☐ Hotel/Motel @ \$41 per Guest Room. Number of Rooms \_\_\_\_\_  
☐ Fraternity/Sorority @ \$580 Number of Occupants \_\_\_\_\_

**You must provide a copy of the  
current Use and Occupancy Permit  
issued by the  
Prince George's County  
Dept. of Environmental Resources**

**Rates Effective July 1, 2013**

Please indicate to whom all correspondence and official notices should be directed (you may check more than one):

☐ Property Owner ☐ Agent ☐ Other: \_\_\_\_\_

Authorized Signature

Date

Printed Name

\*\*\*\*\*CEO TO COMPLETE ON INITIAL INSPECTION\*\*\*\*\*

Permit Period: \_\_\_\_\_ Zoning: \_\_\_\_\_ PGDER U & O No. \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_ Assessment Area \_\_\_\_\_

Room in Unit(s)

Sizes and Location

_____ Living room	_____ Den	_____ Bedroom #1	_____ Bedroom #4
_____ Dining room	_____ Basement	_____ Bedroom #2	_____ Bedroom #5
_____ Kitchen	_____ Loft	_____ Bedroom #3	_____ Bathroom (S)

Remarks

Area Inspector:

Badge No.

